

**Name:** \_\_\_\_\_

Welcome to the Department of Revenue Services! These important policies are available at our DRS HR Onboarding page: <https://portal.ct.gov/DRS/Human-Resources/Onboarding/Welcome>

**DIRECTIONS:** Review each policy in its entirety and **initial in each box to the left of each policy** to indicate your acknowledgment and agreement. Upon completion, **sign and date the bottom of the form.** For electronic submissions, **typing your full name in the signature field will be accepted as your official signature.**

MY INITIALS IN THE BOXES BELOW INDICATE THAT IT IS MY RESPONSIBILITY TO READ AND ADHERE TO THE POLICIES LISTED BELOW.

**Initial below**

	DRS EAP Employee Assistance Program by AllOneHealth
	DRS Tardiness Policy
	Violence in the Workplace Prevention Policy
	DRS Professional Image Policy
	DRS Employee Attendance Policy & Guidelines
	DRS Tax Information Disclosure Policy
	DRS Code of Ethics Policy
	Background Check Policy
	General Rules of Conduct
	Code of Ethics <u>for</u> Public Officials and State Employees Guide
	DAS General Letter 39: State of CT FMLA Family and Medical Leave Policy
	DAS General Letter 34: Family Violence Leave Policy
	DAS General Letter 115: Policy for the Use of State Owned Motor Vehicles & Personally Owned Motor Vehicles on State Business
	DAS General Letter 214D: State Employees and Political Activity Policy
	Electronic Monitoring Notice
	<u>Connecticut's Policy for a Drug-Free Workplace</u>
	Public Records Policy 05: Disposition of Public Records
	Acceptable Use of State Systems Policy
	Policy on Security for Mobile Computing and Storage Devices
	<b><u>MANDATORY TRAINING FOR NEW EMPLOYEES (per State statute):</u></b> <ul style="list-style-type: none"> <li>○ Workplace Violence Prevention (within 6 mos. of hire)</li> <li>○ Sexual Harassment Prevention</li> <li>○ Diversity</li> </ul> <b><i>You will receive instructions regarding these trainings above</i></b>
	<b><u>Dual Employment (TWO State agencies):</u></b> In accordance with CGS 5-208a, no state employee shall be compensated for services rendered to more than one state agency UNLESS the appointing authority approves a dual employment agreement. Dual Employment - DAS General Letter 204 Dual Employment Request Form-DASCT-HR-25 <b><i>Contact Human Resources Immediately regarding a situation as this.</i></b>

<b>Signature:</b>		<b>Date:</b>	
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***Return this form to Human Resources upon completion.***